



CALIFORNIA EMERGENCY MANAGEMENT AGENCY

GRANT MANAGEMENT MEMORANDUM

2010-06

Date: May 10, 2010
To: All California Emergency Management Agency Subgrantees
From: Homeland Security Grants Processing
RE: June 2010 Biannual Strategy Implementation Report (BSIR)/Financial Management Workshops

You are invited to the June 2010 BSIR/ Financial Management Workshop sponsored by the California Emergency Management Agency (Cal EMA).

The workshops are intended for those new to grants management and anyone who can benefit from a BSIR overview. Cal EMA representatives will discuss reporting and technical requirements to help you prepare for the **BSIR deadline of July 23, 2010.**

The one-day training has two parts. Morning sessions focus on the Financial Management Forms Workbook (FMFW) and associated cash requests, funding advances, and project modifications.

Afternoon sessions provide instruction in Grants Reporting Tool (GRT) modules and tabs necessary to complete the BSIR for **FY06, FY07, FY08, and FY09.**

You will find attached our schedule of four workshops. We look forward to your participation.

- **RSVP in advance:** christopher.sampang@calema.ca.gov 916-324-9313

For more information, contact:

- Rose Nguyen: rose.h.nguyen@calema.ca.gov 916-322-2607
- Cal EMA Program Representatives

Sincerely,

John Isaacson, Chief
Grants Processing Branch